

Birthday Party Rental Application



This form does not guarantee your reservation for the use of the facility. The information will be passed on to the facility booking coordinator and you will be contacted by phone or email.

Initial _____

Name of Facility _____ Rental # _____

Responsible Person (Applicant) _____ Phone (H) _____ (W) _____

Address of Responsible Person _____

Email Address _____ Fax _____

Name of Organization _____ Purpose of Organization _____

Address of Organization _____

Federal ID/Tax Exempt # (Non-Profit only) _____ ☐ Statement of Purpose or By-Laws attached

Title of Responsible Person submitting form (as authorized by organization) _____

Description of Event _____

Is this a Fundraiser for your organization? ☐ Yes ☐ No Initial _____

Will money be collected for this event? ☐ Yes ☐ No Initial _____ How will money be collected? _____

Are you advertising this event? ☐ Yes ☐ No Initial _____ How? ☐ Flier ☐ Invitation only ☐ Other _____

Will food be served? ☐ Yes ☐ No Initial _____ Type: ☐ self-prepared ☐ catered

Alcohol is not permitted.

DATES REQUESTED DAY OF WEEK MONTH/DAY/YEAR TIME

First Choice: _____ pm

Secnd Choice: _____ pm

By signing this permit form, I acknowledge that I have read and will abide by the Montgomery County Department of Recreation's Center Renter's Responsibility Agreement on the reverse side of this form. It is understood that the County is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of this event.

Responsible Person's Signature _____ Date _____

Initial Payment: \$ _____ ☐ Check or Money Order payable to MCRD (Ck # _____) ☐ Cash

☐ Master Card ☐ Visa Card No. _____ Exp. Date _____ Auth # _____

CARDHOLDER: Name (print) _____ Signature _____

OFFICE USE ONLY

FACILITY PERMIT	Number of Hours	Rate	Total	Payment Due	Payment Received
Usage					
Additional Charges					
Additional Charges					
Initial Deposit					
Balance Due (2 weeks prior to date of event)					
<p>Center Director Signature _____ Date _____ Supervisor Signature _____ Date _____</p> <p>Comments _____</p> <p>Application is not valid until all authorizations have been obtained.</p>					

Montgomery County Department of Recreation
BIRTHDAY PARTY RENTER'S RESPONSIBILITY AGREEMENT

Initial_____

To ensure the Department of Recreation achieves its goals of providing clean, safe, and healthy facilities, and a positive reservation/check out experience, we have developed the following information on rules, terms and conditions for renting Montgomery County facilities. By signing the Permit Application on the reverse side of this agreement, the renter states that the renter has read and agrees to abide by all conditions.

I. RENTAL PROCEDURES/POLICIES:

- A. RESERVATIONS:** The applicant must be 21 or older. The applicant, not a designee, is required to sign the application. The total rental fees are due at the time of application. Make all checks/money orders payable to: Montgomery County Department of Recreation (MCRD). We also accept Master Card and Visa for all payments.
- B. APPLICATION APPROVAL:** The Center Director/Assistant Director initiate the approval process, however, Management, the Director of the Recreation Department, and the Montgomery County and Park Police reserve the right to inspect and/or deny any request for good cause. An explanation will be provided.
- C. GENERAL INDEMNIFICATION:** The renter agrees that it will pay for all damages to any property of the County resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees. The renter also agrees that it will save harmless and indemnify the County from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the renter or any other person in connection with the renter's use of the facility named in this agreement.
- D. INTELLECTUAL PROPERTY APPROVAL AND INDEMNIFICATION:** The user must, without additional cost to the County, obtain any necessary licenses and permits and comply with applicable federal, state and local laws, codes and regulations.
- E. ADDITIONAL REQUIREMENTS:** The Department of Recreation, Montgomery County Police, and the Park Police may require additional security to be hired at the renter's cost for permit approval. A list of the chaperones may be required and must be submitted with the security deposit.
- F. CANCELLATIONS:** All cancellations will be charged a \$25 Service Fee. Written notice of cancellation must be received at least 30 days before the event to receive the full remainder of the rental fee. A notification received less than 30 days before the event shall result in the forfeiture of (1/2) one half the total rental fees. A full refund will be issued in the event of a facility failure.
- G. RESCHEDULING/TRANSFER:** Only one (1) rescheduling and/or transfer of a rental is permitted. Any request to do so made less than 30 days of the original date shall be charged an additional \$25 schedule adjustment fee. A rental that cannot be rescheduled must be cancelled according to the CANCELLATION policy.
- H. APPLICABLE LAWS:** This agreement must be construed in accordance with the laws and regulations of Maryland and Montgomery County. The renter must obtain any necessary licenses and permits, and comply with all applicable federal, state and local laws, codes and regulations. For purposes of litigation involving this agreement exclusive venue and jurisdiction must be in the Circuit Court for Montgomery County, Maryland or in the District Court of Maryland for Montgomery County.

II. RULES:

The following rules MUST be obeyed by the renter and all participants and or spectators of the event specified in the rental agreement. Failure to adhere to the rules and/or this agreement shall be considered a breach of contract and shall be penalized as prescribed below. In Addition, the renter is also responsible for any outside contractor or contracted service, and their equipment, associated with the rental.

- A.** Any violation of the following rules will be considered a "MAJOR VIOLATION" and shall result in: 1) immediate closure of an event, 2) Forfeiture of all fees and deposits, 3) Disqualification from future rentals, 4) An alert notice placed on all Recreation accounts, and if necessary 5) Police will be called. In addition any repeated and/or uncorrected Minor Violation will also be considered a Major Violation.
 - 1. Center staff MUST be respected and obeyed.
 - 2. All persons and activities must comply with County, State and Federal laws. This includes the prohibition of use and/or possession of weapons, hard liquor, lit tobacco products, and any illegal substances on the property.
 - 3. The following rentals are prohibited; 1) on going classes, programs, or activities that duplicate or are in conflict with a Montgomery County sponsored activity, 2) Activities for profit, 3) Events open for "general admission" to the public, 4) Activities that charge/collect admission or fees on site or in advance.
 - 4. At least one adult over 18 years old, in swim attire, must be present for every five children. Children must be supervised at all times. Children under six require a ratio of one adult per child.
 - 5. The use of open flames, "silly string", and fog machines are prohibited. Candles on birthday cakes are allowed.
 - 6. The renter must hire or provide, as required by the County, additional adult chaperones/security.
 - 7. The rental must take place as described on the permit, including the type of activity and the number of guest/participants, and must occur within the approved times.

- B.** Any of the following shall be considered a "MINOR VIOLATION" and all associated costs and penalties are paid by the renter including.
 - 1) The \$25 Service Fee, 2) The costs of staff salary to repair or correct the violation 3) The cost of parts for repairs/replacement.
 - 4) The cost of any outside or contractor service needed to affect repairs, and 5) Any additional and/or corrected rental fees.

An alert notice will be placed on your Recreation account indicating violations of your rental agreement. This information will be considered in permitting your future rentals and may jeopardize approval.

- 1. Any activities deemed inappropriate and indicated by the Center staff are prohibited
- 2. Tampering with thermostats or light fixtures is prohibited.
- 3. Your event and guest must remain in the rooms requested and approved. Common areas are NOT included for use.
- 4. The responsible person signing the permit must attend the event from beginning to end.
- 5. The set up and clean up time is included in your one-hour rental.
- 6. The renter is responsible for all set-up and takedown/return of tables and chairs and other center equipment and for the cleaning, recycling and trash removal as indicated in the rental packet.
- 7. The building and all equipment must be used and treated appropriately, and not abused or broken.
- 8. The rental permit signer must check out with the center staff to insure the room is in good condition prior to leaving.

Initial_____

III. NOTIFICATION OF VIOLATIONS:

The staff on duty will notify you (the renter) of observed violations. You must correct them immediately. Obtaining a signature on the check-out form from the staff does not waive the right of the Center Director of the Department of Recreation to take prescribed disciplinary action for reported or unreported violation. The Director must complete and sign the check-out form after the rental to officially "close-out" each rental. The violations (if observed) and any actions taken or needed will be indicated on the form. A copy of the form will be provided.

Birthday Party Rentals



Cost: The Birthday room is \$75.00 per hour for county residents and \$85.00 for non-county residents. The room is available for use after the children swim for the purpose of serving cake and opening presents only. Maximum of 25 children.

Guidelines: Read Carefully - Plan in advance.

The party must take place after swimming. All persons involved in the party upstairs must be dressed in street clothing (no swim suits).

Everyone going downstairs (adults, as well as children) pays the admission fee and must be **attired in a swimsuit**.

When bringing in a group of children, there must be at least one adult (over 18 years) in a swim suit for every 5 children. Children must be supervised at all times. A maximum of 25 children is allowed. Children under six require a ratio of one adult per child.

Please be sure that all adults bring proof of residency. (Valid Driver's License)

The center provides lockers and showers. You must provide your own lock. Do not bring valuables to the pool. All clothing and personal items should be locked in a locker or kept by the adult coordinator at all times.

PARTY RESERVATION TIME INCLUDES SET UP AND CLEAN UP TIME

It is the responsibility of the group coordinator to set up and clean the party area within the allotted rental time. Food and drinks will be permitted in the Party Room only. Party decorations are permitted on the tables only.

Refrigerator and freezer space is **not** available. The Swim center will provide tables and chairs, broom, dustpan and trash bags. Please use the appropriate marked containers to recycle acceptable items.

This is a request: All requests must be made in person during business hours. All requests must be submitted at least two weeks and not more than three months in advance. Read cancellation policy in guidelines. You must pay the full rental fee at the time of signing of the Birthday Party Rental Application- No exceptions. You will be contacted by phone (within a week) as to the status of your request.

ONLY THESE DAYS AND TIMES ARE AVAILABLE FOR RENTALS:

GISC	MAC	MLK	OSC
Saturdays: 3:00-4:00pm 4:15-5:15pm 6:00-7:00pm 7:15-8:15pm	Saturdays: 3:00-4:00pm 4:15-5:15pm 6:00-7:00pm 7:15-8:15pm	Fridays: 8:00-9:00pm Saturdays: 3:00-4:00pm 4:00-5:00pm 5:00-6:00pm 6:00-7:00pm Sundays: 2:00-3:00pm 3:00-4:00pm 4:00-5:00pm 5:00-6:00pm	Mon-Fri: 5:00-6:00pm Fridays: 8:30-9:30pm Saturdays: 3:00-4:00pm 4:00-5:00pm 5:00-6:00pm 6:00-7:00pm 7:00-8:00pm Sundays: 1:00-2:00pm 2:00-3:00pm 4:30-5:30pm
Sundays: 3:00-4:00pm 4:15-5:15pm 5:30-6:30pm	Sundays: 3:00-4:00pm 4:15-5:15pm 5:30-6:30pm		

All Room Rental Fees must be Paid in Full when submitting this request-No Exceptions.

Everyone must pay the appropriate admission fee and must be attired in a swimsuit. A valid driver's license is used to verify county residency.

Check Collection Policy: If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state's maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling 800-666-5222, ext 2, to arrange payment due for any outstanding checks and service fees dues.

Germantown Indoor Swim Center

Montgomery Aquatic Center

Martin Luther King Swim Center

Olney Swim Center

(GISC) 240-777-6830

(MAC) 301-468-4211

(MLK) 301-989-1206

(OSC) 301-570-1210

These forms do not guarantee your reservation for the use of the facility. The information will be passed on to the facility booking coordinator and you will be contacted by phone or email.